# Annex A Roles and Responsibilities

Effective safeguarding requires key role holders to understand their responsibilities and ensure they are carried out. Individual role holders with responsibilities may delegate the tasks associated with these responsibilities to others, however overall responsibility remains the role holders. Details of the [individuals acting as key role holders](https://www.edgehill.ac.uk/safeguarding/) can be found on the University webpages. This structure aims to make it clear where responsibilities lie to enhance safeguarding procedures and to make trained staff accessible to anyone who may wish to report concerns or allegations or seek advice on processes and procedures. The rationale for each role and the reporting requirements for monitoring and evaluation purposes are outlined below.

## The Vice Chancellor

The Vice Chancellor has overall responsibility for the effective implementation of the Safeguarding Policy across the University, but additionally has specific powers to oversee suspension of students or staff if necessary pending investigations and where a significant risk of harm to a vulnerable individual is considered to exist.

## The Lead Safeguarding Officer and Prevent Lead

The Lead Safeguarding Officer and Prevent Lead will be a senior manager of the University, able to be accountable for the institution's safeguarding policy and procedures. Specifically, the Lead Safeguarding Officer will:

* Be accountable for developing, promoting, and implementing the institution's Safeguarding Policy and related procedures and practice
* Ensure an appropriate staffing structure is in place to fulfil Safeguarding and Prevent responsibilities, including at the most senior level
* Ensure procedures are in place for managing allegations against students and staff, information sharing and safe recruitment practices (staff and students)
* Ensure the security of records concerning Safeguarding and confidentiality
* Create links with local Social Services Departments, local Police, DfE Prevent Coordinator, Local Authority Prevent team, other local University representatives.
* Ensure monitoring and evaluation systems are in place, and produce an annual report.
* Lead on the OfS Prevent monitoring return, ensuring the relevant information is approved by the Board of Governors via Directorate, and the return is made by the annual deadline.
* Undertake regular training to ensure they have a current and advanced level of knowledge regarding Safeguarding and Prevent.
* Support the Deputy Lead Safeguarding Officers
* Liaise with Corporate Communications in respect of any press enquiries about Safeguarding
* Act as a Senior Designated Safeguarding Officer when required
* Chair or act as a Panel Member on Disclosure & Barring Service Panels and Criminal Conviction Panels, and lead on or contribute to Safeguarding risk assessments and case conferences (staff and students) when required.
* Advise on the admission and support of students under the age of 18 (in conjunction with the Head of Admissions and relevant Head of Department)
* Monitor the welfare of admitted students under the age of 18 (in conjunction with the relevant Head of Department).

## The Deputy Lead Safeguarding Officer (Casework)

The DSO (Casework) will take responsibility for supporting the network of Designated Safeguarding Officers (DSOs) to deal with any Safeguarding queries, allegations and issues. Holding a senior management role is not a prerequisite for this role. Specifically, the DSO (Casework) will:

* Act as a Senior Designated Safeguarding Officer when required.
* Undertake regular training to ensure they have a current and advanced level of knowledge regarding Safeguarding and Prevent.
* Provide advice and support to DSOs and other members of the University community in relation to Safeguarding and related casework.
* Ensure all Safeguarding cases are recorded effectively using appropriate University systems.
* Contribute to the communication network for Designated Safeguarding Officers on case related issues.
* Lead on, or contribute to Safeguarding risk assessments and case conferences (staff and students) when required
* Help create links with local Social Services Departments and the Police.

## The Deputy Lead Safeguarding Officer (Compliance)

The DSO (Compliance) will take responsibility for overseeing the governance of Safeguarding at the University including monitoring and reporting. Holding a senior management role is not a prerequisite for this role. Specifically, the DSO (Compliance) will:

* Maintain the communication networks for Designated Safeguarding Officers.
* Support the administration of the DSO meetings, recording minutes and ensuring agreed actions are completed.
* Oversee the organisation requirements for the selection, induction and training of the Designated Safeguarding Officers.
* Oversee the monitoring and review systems used for Safeguarding within the University.
* Support the production of the first draft of the annual report.
* Support the triannual review of the University Safeguarding Policy and the annual review of annexes and supporting documents.

## Senior Designated Safeguarding Officer (SDSOs)

Several members of the University will be designated as Senior Designated Safeguarding Officers. Holding a senior management role is not a prerequisite for this role. These staff will take a lead on Safeguarding related work within their relevant Faculty or Department (as detailed in the section below). In addition to this, at least one of these officers will work in conjunction with the Designated Safeguarding Officers in making decisions as part of the Safeguarding Procedure.

## Designated Safeguarding Officer (DSOs)

These role holders will take responsibility at Service, Faculty or Departmental level for ensuring that policies and procedures for staff, students and others within their respective areas appropriately reflect the requirements of Safeguarding. Specifically Designated Safeguarding Officers will:

* Provide support, advice and guidance to any individual who may wish to seek advice on policy and procedure, discuss a Safeguarding concern or make an allegation.
* In conjunction with one Senior Designated Safeguarding Officer make decisions on Safeguarding cases.
* Ensure that where allegations or incidents involve a member of university staff that a member of Human Resources staff is part of the team involved in the decision.
* Act as a source of support, advice and expertise when deciding to make a referral.
* Ensure detailed and accurate written records are kept of concerns/referrals and that they are secure, confidential, yet accessible to those with designated authority.
* Liaise with the Deputy Safeguarding Officer (Casework) regarding on-going investigations and appropriate cover during leave of absence.
* Undertake regular training to ensure they are able to identify signs of abuse and have a current and advanced level of knowledge regarding Safeguarding and Prevent.
* Review existing policies and procedures within their own area and update to reflect the requirements of Safeguarding.
* Attend meetings and training as organised by the Deputy Lead Safeguarding Officer (Compliance) and lead on any actions assigned to them.
* Provide expertise on relevant Professional Body requirements in respect of Safeguarding and ensure these are integrated in to the local (and institutional) policies, procedures, and practice as appropriate.
* Ensure that placement providers and employers within their Faculty or Department are informed of Edge Hill policy and practice in respect of Safeguarding.
* Ensure students, apprentices or trainees in the respective Faculties, Programmes or Departments who are placed in regulated activities receive the appropriate training through the curriculum.

## Director of Human Resources

The Director of Human Resources will:

* Be accountable for the safe recruitment of staff to the University and ensure relevant DBS checks are carried out where appropriate.
* Advise on the employment and welfare of staff who are aged under 18, including those on work experience schemes.
* Provide guidance as to whether individuals who are employed/volunteer in any capacity should be subject to a DBS check.
* Advise and provide support where a staff procedure is required to support a Safeguarding incident or investigation.
* Ensure relevant staff related policies and procedures are regularly reviewed and applied effectively (including the Recruitment & Selection Policy, Recruitment of Ex offenders policy and procedure and the Whistleblowing policy).

## Head of Admissions

The Head of Admission will:

* Be accountable for the safe recruitment of students to the University and ensure relevant DBS checks are carried out where appropriate.
* Make case by case decisions on the admission of prospective students under the age of 18 (based on a risk assessment) in conjunction with the relevant Head of Department (and with advice from the Lead Safeguarding Officer if required).
* Provide guidance as to whether prospective students, current students, apprentices or trainees should be subject to a DBS check.
* Ensure relevant admissions related policies and procedures are regularly reviewed and applied effectively (including the Admissions Policy and the DBS information provided to prospective students).
* Ensure that information relating to prospective students under the age of 18 is passed on to Student Services in a timely manner.

## All Heads of Department

Heads of Department will:

* Ensure appropriate risk assessments are undertaken for relevant activities within their department and that these consider Safeguarding where appropriate.
* Ensure appropriate DBS checks are undertaken for relevant staff / students / volunteers within their department, seeking advice from HR as needed.
* Ensure staff understand the implications of recruiting under 18 staff and students, and follow relevant University processes when making these recruitment decisions.
* Make case by case decisions on the admission of prospective students under the age of 18 (based on a risk assessment) in conjunction with the Head of Admissions (and with advice from the Lead Safeguarding Officer if required).
* Monitor the welfare of staff and students in the department who are under the age of 18.
* Ensure any safeguarding concerns are reported promptly to a Designated Safeguarding Officer.

## All members of the University community

All members of the University community are responsible for reporting any Safeguarding concerns to their Head of Department and/or a Designated Safeguarding Officer.

Staff and students who intend to or are in a position of working with children or adults at risk are responsible for:

* Ensuring they understand the implications of this policy before commencing any programme, apprenticeship, placement, event, visit or activity.
* Undertaking any induction or training activity or any relevant curriculum sessions as advised by their line manager or programme leader.
* Ensuring they understand the processes as defined in the University Whistleblowing Policy.
* Reporting any Safeguarding concerns that arise to their Head of Department and/or one of the Designated Safeguarding Officers and/or their placement provider/employer.